

## PERSONNEL AND TRAINING BUREAU

### **NOTICE**

1.12

January 17, 2013

**TO:** All Sworn Commanding Officers

**FROM:** Acting Commanding Officer, Personnel and Training Bureau

**SUBJECT:** CONTINUING EDUCATION BONUS WORKSHEET SUBMISSION

Article 5.2 of the Memorandum of Understanding (MOU) 25 for Captains and Above provides for a 1% bonus to eligible members who satisfactorily complete 16 hours of continuing professional development training in leadership, management or other area of advanced professional training (excluding POST in-service training hours) or one college or graduate level course (three semester units or four quarter units). The Continuing Education Bonus (CEB) applies to all members of the MOU 25 bargaining unit, regardless of time in the unit or rank (MOU 25, Article 5.2 C.1). The requirement is 16 hours of CEB authorized training completed between July 1, 2012 and June 30, 2013.

In order to receive the bonus, complete the attached Sworn Command Officer Continuing Education Bonus Worksheet, attach documentation as proof of completing the CEB required training, and forward it to Personnel and Training Bureau (PTB). Personnel and Training Bureau requests that you submit all required documentation by June 1, 2013. This will allow sufficient time to process your worksheet and ensure there is not a lapse in pay. Failing to submit proof of training as required by MOU 25 may result in the loss of the entire year's bonus.

1. Supporting documents may be in the form of certificates of completion, school transcripts, Training Management System (TMS) printouts, or other tangible evidence of course attendance (send copies, not the originals). If there is no certificate of completion or other supporting document for a course taken (e.g. you attended an authorized seminar that did not issue a certificate), attach and sign an original 15.2 describing the course (date, number of hours, location, presenter, subject, etc.) declaring that you attended the course and received no documentation as proof. The Commanding Officer, PTB, will determine whether the course meets the contract requirement.
2. **It is the responsibility of the individual command or staff officer to arrange training during the fiscal year, maintain good records of courses attended and submit proof of completing a course.** No bonuses are given without proof of completion. The MOU does not authorize the Chief of Police to waive CEB training attendance requirements. This applies without exception to all members of the MOU 25 bargaining unit. The proof of attendance is an MOU requirement and compliance is subject to audit by the Office of the City Administrative Officer.

3. Hours credited for POST compliance cannot be credited concurrently as CEB training hours. Once a course has been used to claim CEB credits, it cannot be used for the Command Officers POST Bonus and vice versa.
4. Electronic copies of your documents will be maintained by PTB. The supporting documents that are submitted to PTB will be date-stamped and returned to the concerned command or staff officer as proof of submission.

To minimize pay disputes, PTB will attempt to contact you if your CEB qualification proof appears deficient. **Submit all CEB training proof documents to PTB, 100 West First Street, Suite 647 (sixth floor) or faxed to (213) 486-7066 by June 1, 2013.**

If you have any questions, please call Personnel and Training Bureau at (213) 486-7090.



STUART A. MAISLIN, Commander  
Acting Commanding Officer  
Personnel and Training Bureau

APPROVED:



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachments

DISTRIBUTION "B"

SWORN COMMAND OFFICER  
CONTINUING EDUCATION BONUS WORKSHEET  
FISCAL YEAR 2012-13

Rank & Name \_\_\_\_\_ Serial No. \_\_\_\_\_

Division of Assignment \_\_\_\_\_

CEB Course	Date	No. of Hours	Type of Proof of Attendance (certificate, TMS Printout, etc.)

Total CEB Training Hours FY 12/13 \_\_\_\_\_

**PERSONNEL AND TRAINING BUREAU USE ONLY:**

**MOU 25 CEB Requirement Met?      YES      NO**

Rank & Name of PTB employee certifying determination of CEB requirement:

(Print) \_\_\_\_\_ Serial No. \_\_\_\_\_

Signature \_\_\_\_\_

Date received by PTB \_\_\_\_\_

## CEB Credit Table 2012/2013 Fiscal Year (16 Hours Required)

CEB OK	NO CEB CREDIT
NOBLE Classes (hour for hour)	TEAMS II
Categorical UOF (4 hrs)	Most on-line In-service training modules
Categorical UOF (8 hrs)	RMIS
Non-Categorical UOF (8 hrs)	Detective Training Symposium
Tools for Tolerance (4 hrs)	
Tools for Tolerance (8 hrs)	
Sr. Mgt Institute For Police (112 hours)	
LEAPS (Law Enforcement & Private Security) – Management Level Training (8 hrs)	
POALAC - Management Level Training	
Women's Conference	
POA Training (visit website for upcoming classes)	
COA Training (visit website for upcoming classes)	
PERF Training (visit website for upcoming classes)	
FBI Training (visit website for upcoming classes)	
ATF Training (visit website for upcoming classes)	
Command Civil Liabilities Update	
Ombudsman Training – Virginia	
DOJ/DEA, Virginia (80 hrs)	
Internet Crime Against Children (8 hrs)	
Command Development (hour for hour)	
El Segundo PD - Panga Boat Incident and Debrief Training (3 hrs)	
National HIDTA	
ICS 300,400 & 620	
Calif Sex Assault Inv. Course (20 hrs)	
IACP (Actual class hrs only, no governance)	
Josephson Ethics Training for Command Ofers	
HIDTA Conference (hour for hour)	
Command Officer Mentoring #1 (4 hrs)	
Media Training Englander (3 hrs)	
Command Post Ops (3 hrs)	
Command Officers Leadership Enhancement & Development (LEAD) Session	
LAWPOA Professional Training and Development Symposium (8 hrs)	
Asset Forfeiture Training Summit for Law Enforcement Executives (8 hrs a day) as of 2012	
LAAORCA Los Angeles Area Organized Retail Crimes Association (6 hrs)	
Kamala Harris Zone Meetings (hour for hour)	

*\*This is not an all-inclusive list, but merely a guide of past classes approved for CEB credits. Additional courses may also qualify, as new classes are offered every year. Please feel free to ask questions at (213)486-7090.*

Revised: 1/1/2013, mj